

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST

U.S. Embassy Ashgabat

2. AGENCY

STATE

3a. POSITION NO.

A10102

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. X Yes No**4. REASON FOR SUBMISSION**

- ☒ a. Reclassification of duties: This position replaces
 Position No. A10102, Political Assistant (Title) 1605 (Series) 9 (Grade)
- b. New Position
- c. Other (explain) _____

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)a. Post Classification Authority
Management Officer

Political Specialist FSN-1605

10

GMVS

10/16/12

b. Other

c. Proposed by Initiating Office

6. POST TITLE POSITION (if different from official title)**7. NAME OF EMPLOYEE****8. OFFICE/SECTION**

Political-Economic Office

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.**10. This is a complete and accurate description of the duties and responsibilities of this position.**

10/16/2012

Typed Name and Signature of Employee

Date(mm-dd-yy)

Typed Name and Signature of Supervisor

Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.**12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.**

10/16/2012

Typed Name and Signature of Section Chief or
Agency Head

Date(mm-dd-yy)

10/16/2012

Typed Name and Signature of Admin or Human
Resources Officer

Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

Serves as a Political-Economic Specialist, performing a wide variety of analytical reporting in the areas of Turkmenistan's international relations, macroeconomic policy, as well as relevant domestic political and commercial developments. Develops and maintains contacts with appropriate government officials, international missions and private entities to support research and reporting on political and economic issues in Turkmenistan.

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME**

55% - Generates analytical reporting about Turkmenistan's domestic policies and foreign relations, particularly with Russia, China, Central Asia, Iran and Afghanistan. Monitors local and international media, press releases, presidential decrees, legislation and meetings of organizations in order to forecast probable trends in the course of Turkmenistan's foreign and domestic policies. Actively develops and maintains an extensive range of contacts in the government, international organizations, and civil society.

20% - Monitors Turkmenistan's macroeconomic trends and commercial relations. Produces original reporting, including analysis and forecasting on events and trends in this area. Develops and maintains an extensive range of contacts in the government and the business/commercial community.

20% - Provides interpretation support to Embassy personnel, including the Chief of Mission, Political-Economic staff, and visiting United States government officials, in English, Russian, and Turkmen. Drafts and translates diplomatic notes and Congressional reports

5% - Performs other duties and assists other sections as directed by supervisor.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**a. Education**

A university degree in international relations, political science, international law, international trade, economics or closely related field is required. Strong preference for advanced degree holders.

b. Prior Work Experience

Five to seven years of progressively responsible work experience, preferably in the fields of politics, university research, business, journalism, or program management at an international mission, governmental or non-governmental political, economic, or scientific organization. Experience must include at least six months studying or working in the United States.

c. Post Entry Training

Department of State's Political course for FSNs.

d. Language Proficiency: List both English and host country language(s) by level and specialization.

Level IV (fluent) English and Russian, Level III (working knowledge) Turkmen. Level III (working knowledge) of Turkish or Farsi desirable.

e. Knowledge

Thorough knowledge of Turkmenistan's political and economic structures, legal system, historical development, and relations with Russia, China, Iran, Afghanistan and Central Asia. A solid understanding of U.S. foreign policy objectives in Turkmenistan and Central Asia is required to assist and advise Embassy officers in the preparation of reports and analysis of political and economic developments.

f. Skills and Abilities

Effective oral and written communication skills. Ability to develop and maintain an extensive range of high-level contacts. Ability to analyze political developments and relate them to economic and social forces in Turkmenistan and Central Asia. Ability to quickly organize and execute complex research projects and to prepare precise and accurate analytical summaries in English. Ability to type quickly and accurately in English, Russian and Turkmen. Proficiency with spreadsheet programs such as Excel is required.

16. POSITION ELEMENTS

a. Supervision Received

Under the general supervision of the Political-Economic Section Chief.

b. Available Guidelines

Work Requirements Statement, together with oral and written instructions and guidelines.

c. Exercise of Judgment

Required to exercise good judgment in informing supervisor of breaking events, prioritizing multiple tasks, seeing projects through to completion, developing contacts.

d. Authority to Make Commitments

None.

e. Nature, Level and Purpose of Contacts

Contacts at all levels (but focusing on mid to upper levels) of GoTX ministries, institutes, agencies as well as regional governmental bodies, resident international diplomatic missions, civil society and international commercial companies and economic entities.

f. Supervision Exercised

None.

g. Time Required to Perform Full Range of Duties after Entry into the Position

With required prior experience: six months. Without required prior experience: two to three years.